# SECTION 10: RESET (CANCEL) TRANSACTION



**Main Menu**

ditrjm processing on behalf of PASSEHLS AUTO SALES – MV5555

This system has been designed to walk you through each available transaction. Simply select the appropriate radio button and click "Next" to begin the step-by-step instructions.

○ Title/Registration Processing
○ Vehicle Inquiry
○ Retrieve for update and complete    VIN: [          ]
   Reference number: [          ]
○ View Reports
○ Bank Account Information and Forms
○ Junk Vehicle    VIN: [          ]
◉ Reset (cancel) transaction    VIN: [ 1gcct13zn52148728 ]  ←
   Reference number: [          ]    Title number: [          ]
○ Add Temporary Plate to Log (Applications not processed electronically)

**Navigation tip:** To move from page to page in e-MV11, be sure to use the controls at the top or bottom of each page. **Don't use the "Back" or "Forward" buttons on your browser.**
**Note:** This tool requires a Java-enabled browser, such as Netscape Navigator v 6.0 and above, or Microsoft Internet Explorer v 5.0 and above.

[Next]

**Reset Transaction:** Enables transactions that have been completed to be reset/cancelled <u>on the same day </u>that it was processed. Applications that have been pended (saved), but not completed, can be reset at any time.
- Select the Reset Transaction radio buton.
- Enter the VIN, reference number, or title number of the transaction you want to be reset.
- Select Next

    **Note:** If you are unable to reset a transaction processed in error, please contact the Agent Partnership Unit at (608) 267-3349. Phones are answered Monday through Friday from 8:00 a.m. to 4:30 p.m.

# CONFIRM VEHICLE RESET

## Vehicle Information

ditrjm processing on behalf of BONG SALES – MV3711    [?]

| | | | |
|---|---|---|---|
| VIN | 1FABP40A2JF136090 | Year | 1988 |
| Title Number | 05340D0020027 | | |
| Vehicle Type | AUTO | | |
| Vehicle Make | FORD | | |
| Body Style | 2D | | |
| Color | WHI | | |
| Odometer Reading | 0 | | |
| | | | |
| Odometer Status | EXEMPT | | |

| | | | |
|---|---|---|---|
| Plate Number | 879JBZ | Temp Plate Number | AB3132 |

Existing Lien Holder/s: None

**Owner details:**
Name        JOE Q SIXPACK
Address     BLUE MOUNDSS / 100 BEARS DR / WI 53715

[ Confirm to reset this application ]    [ Cancel Reset Attempt ]

**Confirm to reset this application:**  Select this button to proceed with resetting the application.
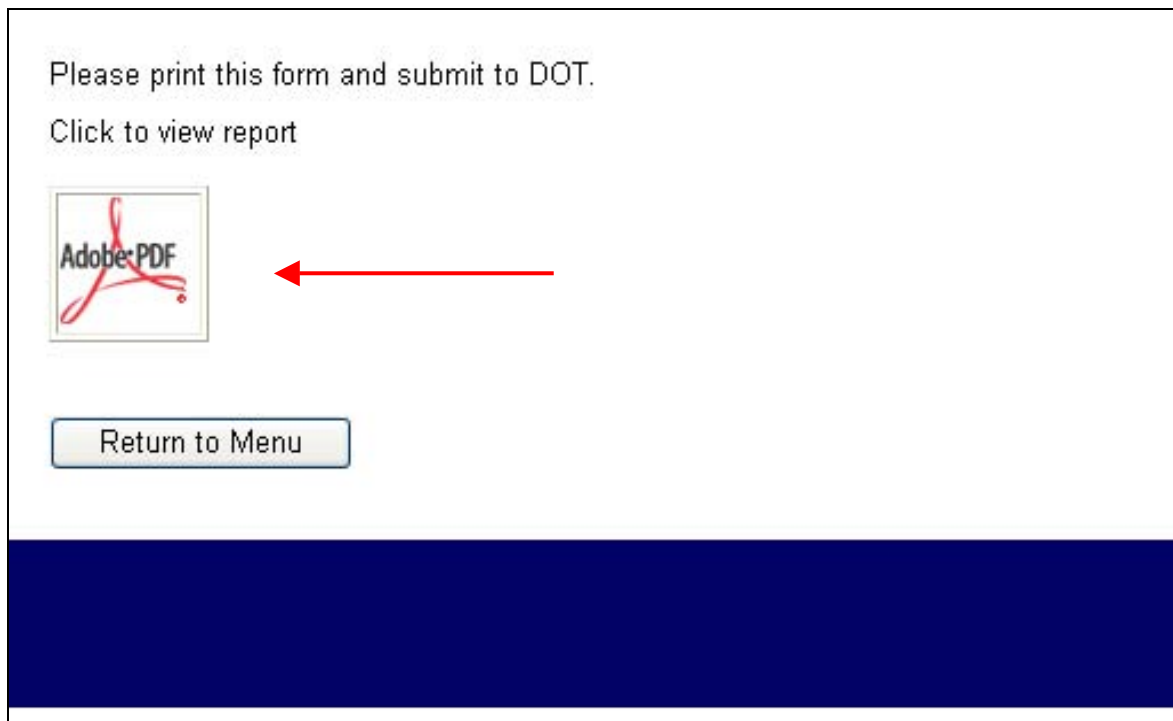
**Cancel Reset Attempt:**  Select this button if you <u>do not</u> want to reset the transaction.

# RESET FORM SCREEN



**If the reset transaction requires a reset form, the above screen will appear.  The reset form must be printed and included in your title work that is sent to DMV for Imaging.**

- Click on the Adobe PDF icon to create the reset form.
- Print a copy of the reset form and place it in your work where the e-MV11 receipt and title would have been placed.
- Mail this form along with the rest of your completed work to DMV using the yellow mailing labels (see Section 13, page 3 for further instructions regarding mailing completed work to DMV).